

State of Hawaii  
Department of Health  
Family Health Services Division  
Maternal and Child Health Branch  
Women's Health Section

## **Addendum No. 2**

**September 17, 2008**

**To**

**Request for Proposals**

**RFP No. HTH-560-CW-004  
Expansion and Capacity Building of the  
Big Island Perinatal Health Disparities  
Consortia**

Issued: August 11, 2008

September 17, 2008

**ADDENDUM NO. 2**

To

**REQUEST FOR PROPOSALS**  
**Expansion and Capacity Building of the**  
**Big Island Perinatal Health Disparities Consortia**  
**RFP No. HTH-560-CW-004**

The Department of Health, Family Health Services Division, Maternal and Child Health Branch is issuing this addendum to RFP Number HTH-560-CW-004, Expansion and Capacity Building of the Big Island Perinatal Health Disparities Consortia for the purposes of:

- Responding to written questions submitted in accordance with Section 1-V, of the RFP.
- Amending the RFP.
- Final Revised Proposals

The proposal submittal deadline:

- is amended to <new date>.
- is not amended and remains as previously stated, September 22, 2008.
- for Final Revised Proposals is <date>.

Attached is (are):

- A summary of the questions raised and responses for purposes of clarification of the RFP requirements.
- Amendments to the RFP.
- Details of the request for final revised proposals.

If you have any questions, contact:

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**Responses to Questions Raised by Applicants  
for RFP No. HTH-560-CW-004  
Expansion and Capacity Building of the Big Island Perinatal Health  
Disparities Consortia**

- 1. Re: “Most recent financial audit” (page 3-6) “requested as part of the Proposal Application” – Will an application be considered unresponsive if there is not a financial audit report attached? Or, may an applicant provide other descriptions of the adequacy of its accounting system, which would then be evaluated and scored using the criteria and value for the “Financial” Evaluation Category?**

Applications without financial audit reports attached would not be considered unresponsive. If a financial audit is not attached, the applicant should provide a description detailing the adequacy of their accounting system.

- 2. Re: Budgeting in the Sole Proprietorship form of business – May an applicant that is a Sole Proprietorship identify the owner as Project Director and allocate these labor costs in the Personnel Budget Category, without having “Payroll Taxes & Fringe Benefits” assigned to this position?**

Yes, this may be done. It is not required that payroll taxes and fringe benefits are included in the budget as long as, in the event of a Department of Health fiscal monitoring visit, the Applicant can provide adequate documentation to show that appropriate payroll taxes and fringe benefits are being paid.

- 3. Re: “It is required that one (1) Full Time Equivalent professional...shall be provided for this project” (page 2-11) – Would the State accept, evaluate and award to an applicant that is able to present a Work Plan, with estimated days allocated per service activity and contract management duty, that demonstrates less than a 1.0 FTE is required to accomplish the outputs and project outcomes?**

All applications will be reviewed; however, applicants should follow the requirements listed in the RFP.

- 4. Re: “Baseline LAC members” (Attachment C, Table A) – Will the State provide the quantity of current LAC members for 2008-09 (i.e., Baseline) of each geographic area, in order for applicants to target and plan their Annual Performance Outputs for 2009-10 and 2010-11?**

Baseline data is not provided.

5. **Re: “BIC and LAC funds” (page 2-9) – May an applicant propose higher amounts than those shown (\$800 for BIC; \$2600 for LAC) by reducing the “Contracted Services” amount (\$91,000 per year; page 2-5), as long as use of funds “support the BIC and LAC in addressing the LHSAP” (page 2-9)?**  
**Rationale: Strengthening the capacity of the BIDC through face-to-face facilitated meetings and trainings may require overnight accommodations and meals expenses for LAC members who travel farthest, i.e., 4-hour roundtrip Hilo-Kau, 4-hour roundtrip Hilo-Kona. Maximum LAC participation in such meetings and trainings would contribute to the successful implementation of the goals and activities of the LHSAP.**

The dollar amount for the BIC and LAC funds have been set in the RFP and should be adhered to.